

UCSF HR Billing Procedures

Billing Contacts

For all questions, please email UCSF-HR-Billing@ucsf.edu.

Fiscal Year Funding Model FY20

- Maintain population current population weightings.

FY 19-20 Population Pricing

Population	Headcount Weight	Price for FY 19-20
Faculty, Paid	1.0	\$1,521
Faculty, Other WOS	1.0	\$1,521
Faculty, WOS Emeritus without Recall	0.0	-
Faculty, Volunteer Clinical	0.2	\$305
Faculty, Volunteer Research	0.2	\$305
Non-Faculty Academics	0.8	\$1,217
Post Docs	0.8	\$1,217
Staff	0.8	\$1,217
Graduate Students	0.1	\$153
MSP Clinicians with concomitant WOS appt.	1.0	\$1,521

Billing Procedure for FY 19-20

1. Preliminary headcounts were sent to departments in November. Departments were asked to send in their expected headcount changes by December 1, 2018
2. UCSF HR sends departments' headcount and billing charges (in spreadsheets) for FY 19-20 in February.
 - a. Bills will be based on the headcount of each department identified by the Home DeptID of the employee.
 - b. **Exception:** Organized Research Units – the alternate DeptID will override home DeptID.
3. UCSF HR commences FY19-20 monthly billing starting Fiscal Month July. After June close UCSF HR publishes the departments' headcount and billing charges in the HR billing module in July and will enter the funding information collected May.
4. Departments are responsible for entering any funding changes into that HR billing module that are needed after the July bill has been entered into the HR billing module by HR Business Services.

Headcount Population Definitions: Headcount population is determined by a variety of codes.

- **Personnel Program Codes** determine Academic vs. Staff.
- **CTO Codes** determine Faculty vs. Non-Faculty Academics vs. Post Docs.
- **Paid status** (an employee with a paid appointment or not) determines the Paid Faculty vs. WOS Faculty.
- **Title Codes** determine the WOS status:
Volunteer Clinical Faculty vs. WOS Emeritus Faculty without Recall and All other WOS faculty.

- The Paid Faculty population is determined by the paid status of the faculty.
If a faculty member has any paid appointment, the faculty will be considered paid faculty.
- The Without-Salary (WOS) Faculty population
(Volunteer Clinical Faculty, WOS Emeritus Faculty without Recall and All other WOS Faculty)
is determined by title codes. The specific title codes are shown in the table below.

References

Personnel Program Codes: <http://www.ucop.edu/payroll/DD/EDB/EDB2007.HTML>
 Class Title Outline (CTO): <http://www.ucop.edu/payroll/DD/TCT/TCT1070.HTML>
 CTO and Title Code table: <http://ucop.edu/academic-personnel-programs/files/acad-title-codes/academic-titles-tc-sorted-cto.pdf>

	Personnel Program Code	CTO Codes (First Digit)	Paid Status	Title Codes
Paid Faculty	A	0, 1, 2, 3	Paid	
Without Salary (WOS) Faculty	A	0, 1, 2, 3	Unpaid	
Volunteer Clinical Faculty	A	0, 1, 2, 3	Unpaid	2017, 2037, 2057, 2077, 1676
*Volunteer Research Faculty (Manually determined by departments and Service Centers)	A	0, 1, 2, 3	Unpaid	3289, 3279, 3269, 3259
WOS Emeritus Faculty without Recall	A	0, 1, 2, 3	Unpaid	1132, 3249, 3800
All other WOS Faculty	A	0, 1, 2, 3	Unpaid	All other title codes
Non Faculty Academics	A	5, 6, 9, S	n/a	
Post Docs	A	CTO = 575	n/a	3252, 3253, 3254
Staff	1, 2	n/a	n/a	
Graduate Students	A	426, 436, 456	n/a	2312, 2313, 2863, 3266, 3282, 9189
MSP Clinicians	1,2	n/a	n/a	0768, 0769, 0770, 0771, 0772, 0773, 0774, 0775, 0776, 0777, 0778, 9187

Budget Office Guidance

- The UCSF HR Billing charges are reapportionments because they are mandatory charges.
- Departments may not opt out of the charge.
- **UCSF HR Billing charges are *not* appropriate for federal contracts.**
- UCSF HR Billing charges are appropriate for state contracts.
- UCSF HR Billing charges' appropriateness for other grants and contracts are determined case-by-case. Please contact Budget Office for specific guidance.

Billing Departments

- Departments are defined as DeptIDs no lower than level 4, or 2 levels below control points.
- Departments may submit as many chartstrings as desired for each of the Level 2 to Level 4 DeptIDs.

Billing NCAs Fiscal Year 19-20:

Debit 435125 Recharge UCSF HR Billing
 Credit 495125 Recharge UCSF HR Billing